



Supporting Disabled Children & Young People

CHILD SAFEGUARDING POLICY & GUIDELINES

Update changes approved by the Board: June 2016

Amended: October 2018

Trustees approved amendments: January 2019

Date of next full review and renewal: June 2019

Time2Share is committed to the safeguarding and welfare of disabled children and young people and expects its staff and volunteers to share this commitment.

PURPOSE OF POLICY

The purpose of the policy is twofold:

- 1) To protect children and young people who are experiencing abuse or at risk of abuse. 2) To ensure that staff, volunteers and the Board of Trustees of Time2Share respond appropriately and according to procedures outlined below.

POLICY STATEMENT

Time2Share believes that the welfare of the child is paramount and it is the responsibility of everyone working on behalf of Time2Share to protect children and young people. This includes trustees, paid staff, volunteers, session workers, agency staff and students.

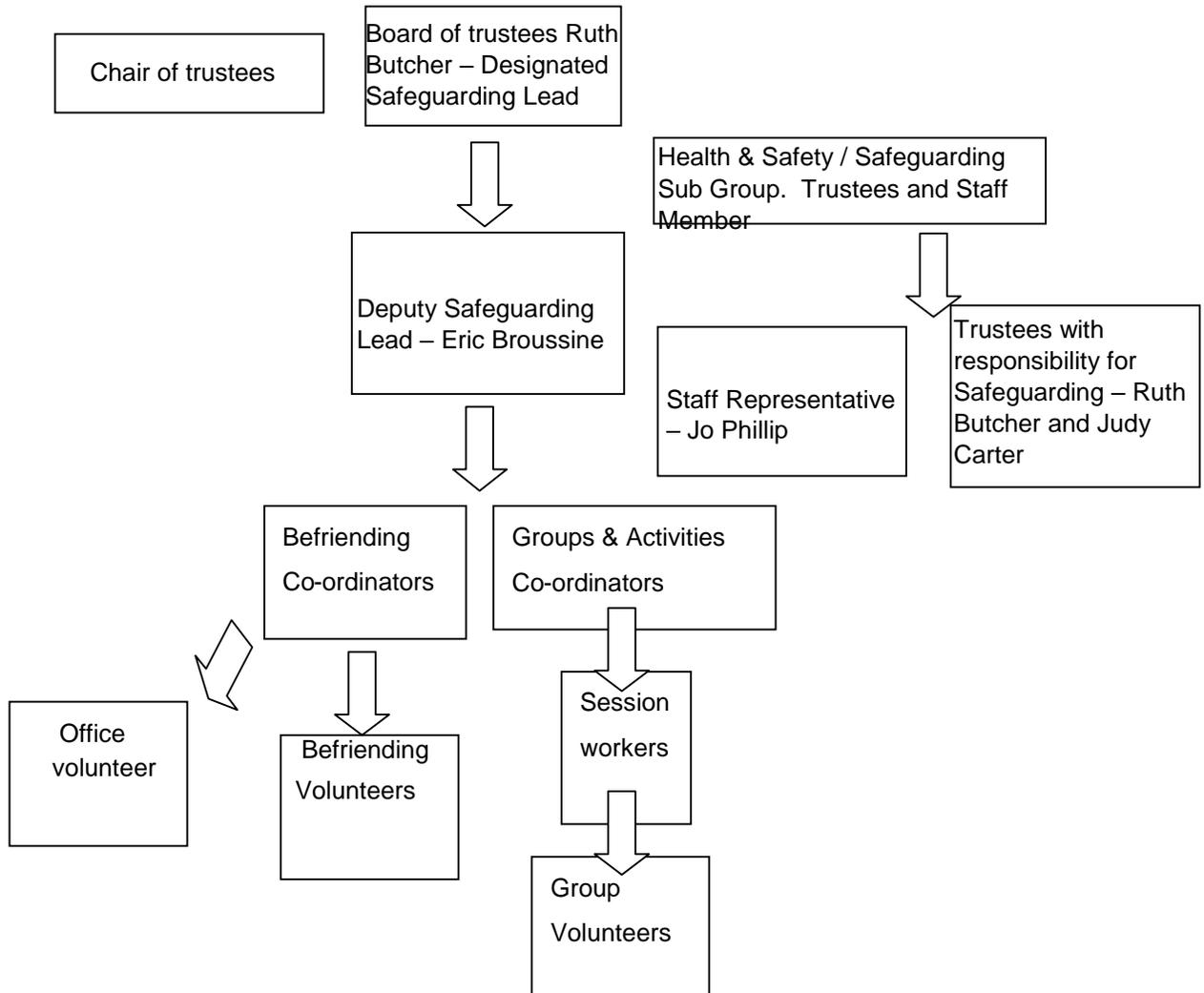
It is our collective responsibility under 'Working Together to Safeguard Children' (DfE 2018) to ensure that we report all suspicions and allegations of abuse to the appropriate organisations. We believe all children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs. Time2Share is mindful that disabled children are at increased risk of experiencing abuse and is committed to taking this responsibility seriously.

This policy includes guidance on how to recognise indicators of abuse, respond to a child or young person who discloses abuse and the actions to take should any trustee, employee or volunteer have concerns regarding the service user's welfare. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately. At Time2Share the Designated Safeguarding Lead is Ruth Butcher. Deputy Safeguarding Lead is Eric Broussine. We will be sure to ensure our staff and volunteers are clear on how to respond appropriately.

LEGISLATION WHICH INFORMS THIS POLICY & GUIDELINES

- Children Act 1989 & 2004
- Working Together to Safeguard Children 2018
- What to do if you're worried a child is being abused 2015
- Keeping Children Safe in Education 2018
- Guidance on Sharing Information 2015
- Data Protection Act 2018
- Framework for Assessment 2000
- Human Rights Act 1998
- The Equalities Act 2010
- The SEN & Disability Act 2001
- The United Nations *Convention on the Rights of the Child* Article 23
- The Children & Families Act 2014
- Munro Review 2011

TIME2SHARE ORGANISATIONAL CHART IN RELATION TO SAFEGUARDING



THE ROLE OF THE CEO AND TRUSTEES

The Trustees appoint a CEO on their behalf to manage safeguarding on a day to day basis; the CEO:

- Is responsible for ensuring that safeguarding policies and procedures are in place and understood by all volunteers and staff
- Ensures that all policies include the process for accurate, confidential recording, storing and sharing of information
- Receives information from Co-ordinators and volunteers about safeguarding concerns and makes referrals to other agencies, as necessary
- Will manage allegations of abuse against staff and volunteers
- Maintains a record of staff training and a training plan in relation to safeguarding and child protection
- Oversees the Safer Recruitment policy and procedures
- Develops good working relationships with outside agencies
- Informs the Trustees and Chair of Trustees on safeguarding matters, best practice, and improvements

In the absence of a CEO being in post, the above role falls to the Trustees with the Health and Safety / Safeguarding Sub Group taking the lead.

PROCEDURES / GUIDELINES

1. SIGNS OF ABUSE

Recognising abuse is one of the first steps in protecting children. There may be signs or indicators of abuse which raise your concerns. Consider – history, inconsistency, child’s ability, Recognising abuse is one of the first steps in protecting children. There may be signs or what you observe and your knowledge of the child.

<p>Physical</p> <ul style="list-style-type: none"> • Bruising, scalds, burns, cuts, fractures • Sight, pattern, stage of injury • Features e.g. finger marks, cigarette burn • Misuse of medication, aids • Change in behaviour 	<p>Sexual</p> <ul style="list-style-type: none"> • Changes in behaviour • Physical evidence of trauma, bruising, bleeding, STD, pregnancy • Changes in personal hygiene ...wetting, soiling, reluctance to undress • Changes in sexual behaviour/attitude • Emotional changes – depression, withdrawal
<p>Emotional abuse</p> <ul style="list-style-type: none"> • Loss of interest, withdrawal, depression • Change in behaviour / demeanour when certain person present • Physical symptoms, e.g. weight loss, nervousness • Low self-esteem, poor sleep, poor appetite • Prevention of inclusion i.e. access to friends, telephone, activities • Being ignored, shouted at, put down, bullied or threatened 	<p>Neglect</p> <ul style="list-style-type: none"> • Physical conditions of the child – hygiene, clothing, nutritional status, infestations • Environmental conditions – hygiene, heating • Untreated medical conditions, failure to attend appointments or give medication • Inconsistent or reluctant contact with agencies, failure to engage • Isolation • Inappropriate care – lack of comforts
<p>Financial abuse</p> <ul style="list-style-type: none"> • Unable to pay for usual sundries, avoiding socialisation • Unusual or inappropriate bank activity • Power of guardian – overriding individual’s capacity to consent • Aspects of neglect • Changes in ownership • Withholding of funds • Money or possessions missing 	<p>Discriminatory abuse</p> <ul style="list-style-type: none"> • Lack of respect • Sub-standard service offered to individual • Excluded from opportunities – health, education, employment, justice, housing • Behaviour & medical symptoms explained solely in terms of person’s disability • Lack of consideration for diversity e.g. race, culture, age, gender, religion, disability, sexuality
<p>Institutional abuse</p> <p>The routines, systems and norms of an institution compel individuals to sacrifice their own preferred lifestyle and cultural diversity to the needs of the institution.</p>	

Signs of abuse need to be reported to your Designated Safeguarding Lead.

2. HOW TO RESPOND WHEN A CHILD DISCLOSES ABUSE

When a child discloses abuse Time2Share members (i.e. volunteers, staff, trustees) should take the following action:

RESPONDING

Do...

- Remain Calm
- Listen
- Acknowledge regret, show concern
- Reassure
- Treat Seriously
- Explain what will happen next
- Allow someone to talk – ask “open” questions

Don't...

- Press the child or family for more details
- Promise to keep secrets
- Make promises you are unable to keep
- Be judgemental
- Stop someone who is freely recalling significant events
- Contact the alleged perpetrator or victim (depending on who is sharing the information)
- Destroy evidence

- Offer reassurance to the child. Tell them that they have done the right thing by telling you. Do not be tempted to investigate the child's claims. Time2Share members are not trained in interviewing techniques and should not attempt to fill this role. Avoid the use of leading questions (did ... do this to you? Use open-ended questions ('Tell me...', Explain to me...Describe/Draw what happened for me...'). Do not ask the child to repeat it for another worker / volunteer.
- Inform the child that you cannot keep this disclosure confidential and will need to share this information with the appropriate agencies. Keep the child informed of your actions and processes so that they can be reassured about what to expect.
- Even if a child does not wish to take further action, his/her wishes may have to be overridden in order to protect them and other children; therefore do not promise the child that this can be kept a secret.

- Factually record the conversation with the child including when and where the conversation took place. Record the child's own words/gestures as much as possible trying to make these as detailed as possible.
- Draw a diagram to show any bruises or marks indicating location, shape, size and colour that the child shows you.
- Store any written records in a secure place until they can be handed to a Time2Share Coordinator. Maintain confidentiality.
- Report the disclosure to your main point of contact: a Co-ordinator, or the CEO (designated person for child protection) at the earliest opportunity (i.e. the same day) who will contact social services or the police as appropriate. If it is out of office hours or the designated persons are not available, YOU must contact the duty social worker or the appropriate police department if the matter requires urgent intervention (see page 10).
- If you refer a child to social services, you must try to inform the parents / carers of your actions (as they are legally responsible for the child) **unless in your opinion this may further endanger the child, another child or place you at risk.**
- You and other Time2Share members may be asked to give further information at a later time and or date. Therefore, Time2Share Co-ordinators and staff must ensure that accurate factual records are maintained especially in situations where there is accumulative concern before a referral is made.

3. A CO-ORDINATOR / STAFF MEMBER RECEIVING DISCLOSURE OF ABUSE OF A CHILD BY A VOLUNTEER / FAMILY MEMBER

- A Co-ordinator, member of staff or trustee receiving a disclosure of abuse of a child, or concern for a child from a volunteer or a family member should factually record the conversation including when and where the conversation took place on the Incident Report Form (appendix 1) and report the incident to the CEO at the earliest opportunity (i.e. the same day).
- The CEO will contact social services or the police as appropriate. If it is out of office hours or the designated persons are not available, YOU must contact the duty social worker or the appropriate police department if the matter requires urgent intervention (see page 10).
- If you refer a child to social services, you must try to inform the parents / carers of your actions (as they are legally responsible for the child) **unless in your opinion this may further endanger the child, another child or place you at risk.**
- Any written records should be stored in a secure place until they can be discussed with the CEO. Confidentiality should be maintained at all times. Parents have the right to see any records kept on their child. It is important that this information is shared only with those who need to know and is kept for the minimum required time. See Confidentiality Policy and Data Protection Policy & Procedures.

WHAT YOU SHOULD DO IF A CHILD DISCLOSES ABUSE, OR YOU HAVE CONCERNS ABOUT A CHILD OR YOUNG PERSON

In a critical situation

If you think that a child/young person has been abused or is at risk of abuse, you should:

- Ask the police to protect the person and / or call an ambulance to treat them if they are in immediate danger - **999**
- Ensure your own safety
- Doing nothing is not an option

In a non-critical situation

If the situation is not critical;

- Continue monitoring the child's behaviour, making a note of any particular concerns. Complete the Time2Share 'Incident Report Form' (Appendix 1) and forward to your Coordinator as soon as possible. Concerns should be discussed with the Co-ordinator at the earliest opportunity (same day); the Co-ordinator will take responsibility for managing the concerns, assess the situation and follow up with the family, providing they consider that this will not place the child/young person, another child/young person or the volunteer at risk of harm. Children who appear to be at risk of significant harm must be referred, if necessary without the consent of their parent / guardian. If no satisfactory explanation is offered for an injury or behaviour that has caused suspicion then the Co-ordinator / CEO will make the appropriate referral.
- If you are in doubt you must mention your concerns rather than keep quiet.
- If you are still concerned for the welfare of a child and a Co-ordinator is unavailable;

BRISTOL

If you are concerned about a child's welfare or worried they are being abused, you can make a referral to First Response: Tel: 0117 903 6444.

BATH & NORTH EAST SOMERSET

If you are concerned about a child's welfare or worried they are being abused, you can make a referral to: Children and Families Assessment and Intervention Team Tel: 01225 396312 or 01225 396313.

For urgent out of hours assistance in Bristol and B&NES call the Out of Hours Emergency Duty Team 01454 615165.

- If you have made a referral to Social Services you must follow this up in writing within 24 hours.
- Document your actions and response and inform the Time2Share Co-ordinator or other Time2Share staff member at the earliest possible opportunity.

TIME2SHARE CO-ORDINATORS MUST BE KEPT INFORMED OF ALL INCIDENTS

What will social services do?

- Find out as much as possible about what has happened - this may involve a home visit
- Talk to the child

- Talk to the police if it is a criminal matter
- A strategy meeting might be needed
- Talk to other health professional and other agencies
- Make a plan of what to do to protect the child and support carers

4. ALLEGATIONS AGAINST TIME2SHARE VOLUNTEERS AND EMPLOYEES

If a child makes an allegation against you

Members of Time2Share may also be subject to allegations of child abuse. Always keep a recording of any behaviour or incident that could compromise you, for example if a child makes any allegation against you or another member of staff, or a child touches you in a sexual manner or inappropriate place; or makes an inappropriate suggestion

- Make factual notes at the time, if possible
- Write-up using child's own words (keep original notes)
- Record date, time and behaviour
- Use Body Map to record injuries and write a description (do not photograph injuries)
- Make contact with a Co-ordinator / or your line manager if you are paid staff
- See 'Support for Time2Share Volunteers and Employees' (below)

If an allegation is made against a volunteer or member of staff, Time2Share must protect both parties. All concerns, complaints and allegations of abuse against or by a volunteer or a member of staff are recorded by the CEO who will report this to the appropriate Local Authority Designated Officer (LADO) of the Bristol or B&NES Safeguarding Children Board. The LADO deals with all allegations against people in a position of trust whether paid or volunteers. The LADO will advise Time2Share whether the person who is the subject of the complaint should be suspended until a thorough investigation is completed.

Time2Share will investigate the allegation, include professional organisations and formal investigation by the police if necessary. This investigation, in some circumstances, may include the person's family members. Time2Share has a duty to ensure that any agency involved is given all assistance in pursuing an investigation, the result of which may lead to disciplinary procedure being implemented. In the instance of proven abuse, instant dismissal will occur. Time2Share will update the LADO at the Local Safeguarding Children Board of the final outcome.

The DBS must be informed if Time2Share asks someone to leave their position because of safeguarding concerns or if the person resigns before we can do so.

SUPPORT TO T2S VOLUNTEERS AND EMPLOYEES

Making or being involved in a Child Protection referral is a difficult experience. Remember that it takes a lot of courage for a child to tell someone about abuse - if they tell you and nothing happens the child may never feel safe enough to tell anyone again. Equally, if you notice an indicator of abuse, it is likely that the abuse will escalate if not addressed. Moreover, being the victim of an unsubstantiated accusation may lead you to feel extremely angry or upset. Discuss the issue with your Co-ordinator who will refer it to the CEO who can look at accessing appropriate support and counselling.

CONFIDENTIALITY

Confidentiality is crucial to all our relationships with families and volunteers, but Time2Share believes that the welfare of a child is paramount and confidentiality may not be maintained if the withholding of information is not in the best interests of a child. The Law does not allow anyone to keep concerns relating to child abuse secret. Our Confidentiality Policy and Data Protection Policy & Procedures provide further guidance on the safe and secure storage of data and incident report forms.

5. RECRUITMENT OF STAFF AND VOLUNTEERS

Time2Share adheres to safer recruitment procedures. Commitment to safer recruitment procedures is integral to Time2Share's safeguarding practice. The Safeguarding Policy should be read in conjunction with the Time2Share Safer Recruitment Policy.

TRAINING OF STAFF AND VOLUNTEERS

All staff, volunteers and trustees receive suitable training in child protection. Staff are required to undertake Initial Safeguarding training. As a minimum, update training is provided every 3 years. Training is generally undertaken by the Local Safeguarding Children Board (Bristol or B&NES).

MONITORING & SUPERVISION

Safeguarding is recurring agenda item at monthly Trustee Meetings, monthly Staff Team Meetings and at regular one to one supervisions between the CEO and each member of staff. In addition, staff keep up to date informally through reading current practice and changes in legislation and circulating further training opportunities to co-ordinators and volunteers. Coordinators contact volunteers on a monthly basis and encourage feedback and to share any concerns.

6. ASSOCIATED POLICIES AND GUIDANCE

This Safeguarding Policy is to be read in conjunction with the following Time2Share policies:

- Adopted policy for Managing a Positive DBS disclosure and lined risk assessment tool (BANES, April 2012)
- Guidance for managing allegations against staff, volunteers and agency staff
- Escalation Policy
- Supervision Policy
- Whistleblowing Policy
- Confidentiality Policy
- Data Protection Policy & Procedures
- Data Retention Policy
- Complaints Procedure
- Adult Safeguarding Policy

Appendices

1. Safeguarding Incident Report Form and Follow On Form
2. Notable Issue Form
3. Safeguarding Flow Chart for Staff

4. Safeguarding Flow Chart for Volunteers
5. Managing Allegations Flowchart